AMENDMENT OF SOLICIT	1. CONTRACT ID CODE		PAGE OF PAGES		
				J	1 26
2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE 11-May-2016	4. REQUISITION/PURCHASE REQ. NO.		5. PROJE	ECT NO.(Ifapplicable)
6. ISSUED BY CODE	W9126G	7. ADMINISTERED BY (If other than item 6)		CODE	
US ARMY ENGINEER DISTRICT, FORT WORTH ATTN: CESWF-CT 819 TAYLOR ST, ROOM 2A17 FORT WORTH TX 76102-0300		See Item 6			
8. NAME AND ADDRESS OF CONTRACTOR	(No., Street, County, S	State and Zip Code)	9A. AMEN W9126G-1	DMENT OF 6-T-0085	SOLICITATION NO.
		;	02-May-20		,
					ACT/ORDER NO.
CODE	FACILITY COL	DE	10B. DATI	ED (SEE ITE	EM 13)
11	. THIS ITEM ONLY	APPLIES TO AMENDMENTS OF SOLIC	CITATIONS		
X The above numbered solicitation is amended as set fort	n in Item 14. The hour and	date specified for receipt of Offer	is extended,	is not e	extended.
Offer must acknowledge receipt of this amendment pric (a) By completing Items 8 and 15, and returning 1 or (c) By separate letter or telegramwhich includes a re RECEIVED ATTHE PLACE DESIGNATED FOR THE REJECTION OF YOUR OFFER. If by virtue of this ar provided each telegramor letter makes reference to the 12. ACCOUNTING AND APPROPRIATION DA	copies of the amendment ference to the solicitation of the RECEIPT OF OFFERS are dment you desire to characteristics and this amendment and this amendment.	at; (b) By acknowledging receipt of this amendment and amendment numbers. FAILURE OF YOUR AC PRIOR TO THE HOUR AND DATE SPECIFIED I nge an offer already submitted, such change may be	on each copy oft CKNOWLEDGM MAY RESULTIN made by telegram	he offer submitte ENT TO BE	ed;
13. THIS IT	EM APPLIES ONLY	TO MODIFICATIONS OF CONTRACTS	ORDERS.		
A. THIS CHANGE ORDER IS ISSUED PURSU CONTRACT ORDER NO. IN ITEM 10A.		CT/ORDER NO. AS DESCRIBED IN ITE uthority) THE CHANGES SET FORTH I		RE MADE IN	THE
CONTINUE ORDER NO. IN TIEM TON.					
B. THE ABOVE NUMBERED CONTRACT/C office, appropriation date, etc.) SET FORT C. THIS SUPPLEMENT AL AGREEMENT IS	H IN ITEM 14, PUR	SUANT TO THE AUTHORITY OF FAR		uch as change	es in paying
C. THIS SOLT ELIMENT AL AGREEMENT IS	ENTERED INTO I	ASSOCIATE TO ACTION 1 TO 1.			
D. OTHER (Specify type of modification and	authority)				
E. IMPORTANT: Contractor is not,	is required to sig	n this document and return	copies to the is	suing office.	
14. DESCRIPTION OF AMENDMENT/MODIFICATION WHERE feasible.)	CATION (Organized	by UCF section headings, including solicit	ation/contract	subject matte	er
This amendment is to add three (3) additional add clauses dealing with Sustainability requir		ns - Jim Hogg Shift A, Jim Hogg Shift B a	nd Cedar Brea	aks Shift B ar	nd to
The proposal due date is hereby extended fro	m 16 May 2016 to 19	May 2016 10:00am.			
All bids must be submitted to: CIV-OPS.Propos contains all of the documents/information nec		Please follow the checklist included in the	ne solicitation	so that your	bid
POC: Daisy Ciarlariello, Contract Specialist, (8	17) 886-1051, daisy.c	ciarlariello@usace.army.mil.			
Except as provided herein, all terms and conditions of the de	ocument referenced in Item	9A or 10A, as heretofore changed, remains unchang	ed and in full forc	e and effect.	
15A. NAME AND TITLE OF SIGNER (Type or	print)	16A. NAME AND TITLE OF CON	TRACTING	OFFICER (Ty	pe or print)
		TEL:	EMAIL:		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNE	D 16B. UNITED STATES OF AMERI	CA		16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Offi	car)		11-May-2016
(Signature of person authorized to sign)	Ī	(Signature of Contracting Offi	CC1 <i>)</i>		

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

The following have been added by reference:

52.204-4	Printed or Copied Double-Sided on Postconsumer Fiber	MAY 2011
	Content Paper	
52.217-4	Evaluation Of Options Exercised At The Time Of Contract	JUN 1988
	Award	
52.217-5	Evaluation Of Options	JUL 1990
52.223-1	Biobased Product Certification	MAY 2012
52.223-2	Affirmative Procurement of Biobased Products Under Service	e SEP 2013
	and Construction Contracts	
52.223-4	Recovered Material Certification	MAY 2008
52.223-6	Drug-Free Workplace	MAY 2001
52.223-10	Waste Reduction Program	MAY 2011
52.223-15	Energy Efficiency in Energy-Consuming Products	DEC 2007
52.223-17	Affirmative Procurement of EPA-Designated Items in Service	eMAY 2008
	and Construction Contracts	

The following have been added by full text:

Bid Sheet Lake Georgetown Jim Hogg Park (4 Day) A Shift

Contract Gate Attendant Services

Base Year: 20 May 2016 through 30 September 2016 Option Year: 01 April 2017 through 30 September 2017

Jim Hogg Park (4 Day) A Shift

Item #	Gate Attendant Position	Price Per Day	Total Cost
0001	Base Year: 67 days during 20 May 2016 - 30 September 2016	\$	\$
1001	Base Year: 92 days during 01 April 2017 - 30 September 2017	\$	\$
	ТО	TAL COST	\$

Bid Sheet Lake Georgetown Jim Hogg Park (4 Day) B Shift

Contract Gate Attendant Services

Base Year: 23 May 2016 through 30 September 2016 Option Year: 01 April 2017 through 30 September 2017

Jim Hogg Park (4 Day) B Shift

Item #	Gate Attendant Position	Price Per Day	Total Cost
0001	Base Year: 67 days during 23 May 2016 - 30 September 2016	\$	⇔
1001	Base Year: 91 days during 01 April 2017 - 30 September 2017	\$	⇔
	ТО	TAL COST	*

Bid Sheet Lake Georgetown Cedar Breaks Park (4 Day) B Shift

Contract Gate Attendant Services

Base Year: 23 May 2016 through 30 September 2016 Option Year: 01 April 2017 through 30 September 2017

Cedar Breaks Park (4 Day) B Shift

Item #	Gate Attendant Position	Price Per Day	Total Cost
0001	Base Year: 67 days during 23 May 2016 - 30 September 2016	\$	\$
1001	Base Year: 91 days during 01 April 2017 - 30 September 2017	\$	\$
	TO	TAL COST	\$

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

- (a) The Government may extend the term of this contract by written notice to the Contractor **prior to expiration of the contract**; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, **shall not exceed 42 months.**

(End of clause)

CLIN 0001

The CLIN extended description has changed from Provide all labor, materials, supplies and equipment to furnish gate attendantservices at various parks in accordance with the attached performance work statements. Locations: - White Flint Park Shift B – Belton Lake, Stillhouse Park Shift B – Stillhouse Hollow Lake, Dana Peak Park Shift A – Stillhouse Hollow Lake, Dana Peak Park Shift B – Stillhouse Hollow Lake, and Wilson H. Fox Park Shift 2 – Granger Lake, Texas. One (1) contract will be made for each location within the Fort Worth District Capital Region. Incomplete bids shall be considered non-responsive and will not be evaluated. If a quoter declines to accept a purchase order for a park, the quoter will not be considered for any other awards offered in the solicitation. Only one offer will be made by the government. Point of Contact: Daisy Ciarlariello, 817-886-1051 Email: daisy.ciarlariello@usace.army.milEmail Proposal to: CIV-OPS. Proposals@usace.army.mil to:

Provide all labor, materials, supplies and equipment to furnish gate attendantservices at various parks in accordance with the attached performance work statements. Locations: - White Flint Park Shift B – Belton Lake, Stillhouse Park Shift B – Stillhouse Hollow Lake, Dana Peak Park Shift A – Stillhouse Hollow Lake, Dana Peak Park Shift B – Stillhouse Hollow Lake, and Wilson H. Fox Park Shift 2 – Granger Lake, Jim Hogg Shift A, Jim Hogg Shift B and Cedar Breaks Shift B,Texas. One (1) contract will be made for each location within the Fort Worth District Capital Region. Incomplete bids shall be considered non-responsive and will not be evaluated. If a quoter declines to accept a purchase order for a park, the quoter will not be considered for any other awards offered in the solicitation. Only one offer will be made by the government.

Point of Contact: Daisy Ciarlariello, 817-886-1051Email: daisy.ciarlariello@usace.army.mil.

Email Proposal to: CIV-OPS.Proposals@usace.army.mil.

The following have been added by reference:

52.223-5 Pollution Prevention and Right-to-Know Information MAY 2011

LAKE APPENDENCES PERFORMANCE WORK STATEMENT GATE ATTENDANT SERVICES LAKE GEORGETOWN JIM HOGG PARK A SHIFT

1. **GENERAL:** No additional items.

1.1 <u>Description of Services/Introduction</u>: No additional items.

1.2. Scope: No additional items.

1.3 Period of Performance: Estimated deliverables are shown in table below

Position	Number Days	Surveillance Hours	Gate House Hours	Availability Hours
Shift A – Base Year 4 On/Off (20 May- 30 September)	67	1072	779	536
Shift A – Option 1 3 On/Off (1 April – 30 September)	92	1472	1062	736

1.4 General Information

- 1.4.1 Quality Control: No additional items.
- 1.4.2 Quality Assurance: No additional items.
- 1.4.3 Government Holidays: No additional items.
- 1.4.4 Hours of Operation: Contractors are required to reside in the park and shall maintain 24-hour surveillance when on duty. Contractors "Shift A" and "Shift B" will work an alternating four (4) calendar day shift, four (4) calendar days on and four (4) calendar days off, and will work all of the federal holidays that fall within their four-day shift. Contractors will maintain adequate staffing of the gatehouse during the following specified park hours of operation: 9:00 a.m. to 8:00 p.m Sunday through Thursday, and between 9:00 a.m. and 10:00 p.m on Friday and Saturday. Contractors will maintain adequate staffing on site in the park during the remaining hours of the shift to support contractual requirements to include: 8:00 p.m and 9:00 a.m. Sunday through Thursday, and 10:00 p.m and 9:00 a.m. on Friday and Saturday. During the Base Year, Contractor "Shift A" will begin work on 20 May working 3 days with 4 days off and 4 days on and be off 4 days subsequently until the end of the contract period. During Option Year, Contractor "Shift A" will start work on 1 April and work 4 days then off 4 days. This pattern continues throughout the term of the contract. The Contractor shall be considered available for emergency duty should it be necessary to assist park visitors or to meet other contract specifications throughout the duration of the 4 day shift.
 - 1.4.4.1 Shift Change: Following the shift on the 4^{th} and 8^{th} day, the Contractor is off duty at park closing time and the other gate attendant is on duty and must be in the park for after hour's emergencies or other unexpected events. This pattern continues throughout the term of the contract.
 - 1.4.4.2 Holidays: Contractors are required to work all holidays that fall on their duty days.
 - 1.4.4.3 <u>Surveillance Hours</u>: The park hours are 6:00 AM 10:00 PM during which visitor assistance duties shall be required in accordance with the U.S. Army Corps of Engineers Fort Worth District Gate Attendant Performance Work Statement, all Paragraphs. Gate attendants will be prepared to assist visitors during these hours as the need arises.

1.4.4.4 <u>Gatehouse Hours</u>: The gatehouse hours are 9:00 AM – 8:00 PM Sundays through Thursdays and 9:00 AM – 10:00 PM Fridays and Saturdays, during which business transactions are recommended inside the gatehouse. Heavy use periods may require extended hours not to exceed 6:00AM – 10:00 PM. Gatehouse hours of operation changes may be made with one (1) week advance notice from the Lake Manager. (See table below)

1.4.4.5 <u>Availability Hours</u>: From 8:00 PM - 6:00 AM Sundays through Thursdays the Contractor must be inside the park to response to unexpected events. From 10:00 PM - 6:00 AM Fridays and Saturdays the Contractor must be inside the park to response to unexpected events.

Contractor	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Surveillance Hours	0600-2200	0600-2200	0600-2200	0600-2200	0600-2200	0600-2200	0600-2200
Gate House Hours	0900-2000	0900-2000	0900-2000	0900-2000	0900-2200	0900-2200	0900-2000
Availability Hours	2000-0600	2000-0600	2000-0600	2000-0600	2200-0600	2200-0600	2000-0600

- 1.4.5 <u>Place of Performance</u>: The work to be performed under this contract will be performed at Jim Hogg Park at Lake Georgetown, TX.
 - 1.4.5.1 <u>Jim Hogg Park</u>: Facilities include 78 campsites with water and 20/30/50 amp electric hookups, 70 campsites with water and 20/30 amp electric hook-ups, 4 restrooms (3 with hot showers), 1 boat ramp, 1 fishing dock, and 1 dump station. A storage building is available for the contractors use.
- 1.4.6 Type of Contract: No additional items.
- 1.4.7 <u>Security Requirements</u>: The gatehouse shall be kept locked at all times for the security of the Contractor and Government Property. Contractor shall set the alarm and lock all windows and doors when off duty or away from the gatehouse.
- 1.4.8 Special Qualifications: No additional items.
- 1.4.9 <u>Pre-Work Conference</u>: Successful bidders will be required to attend a pre-work conference to be held at a date and time specified by the Lake Manager. It is the successful bidder's responsibility to contact the lake office for pre-work conference time and date prior to the start of the contract. Training session will be held as scheduled with the gate attendant coordinator. Gate Attendants will not receive any separate payment for attending the pre-work conference. Gate Attendants shall attend additional training sessions as required by the Lake Manager during the contract on a regularly scheduled workday.
- 1.4.10 Contracting Officer Representative (COR): No additional items.
- 1.4.11 Contractor Key Personnel: No additional items.
- 1.4.12 <u>Identification of Contractor Employees</u>: No additional items.
- 1.4.13 Contractor Travel: No additional items.
- 1.4.14 <u>Data Rights</u>: No additional items.
- 1.4.15 Organizational Conflict of Interest: No additional items.

1.5. GOVERNMENT-FURNISHED ITEMS AND SERVICES:

- 1.5.1 Facilities: No additional items.
- 1.5.2 Equipment: No additional items.
- 1.5.3 <u>Materials</u>: The Government will also supply the Fort Worth District Use Fee Program SOP and the Lake Gate Attendant Handbook.

1.6 CONTRACTOR-FURNISHED ITEMS AND RESPONSIBILITIES:

- 1.6.1 General: No additional items.
- 1.6.2 Equipment: No additional items.
- 1.6.3. Materials: No additional items.
- 1.6.4. <u>Personnel</u>: Minimum of two (2) person team over 21 years of age. Gate Attendants will work a four (4) day on and four (4) day off shift. A minimum of one of the two person team will man the gatehouse during duty hours. During times of high usage as determined by the lake manager or his representative, both members of the contracting team are required to be in the gatehouse to provide prompt customer service. Customer waiting time will be kept as short as possible. Some parks have different schedules.
- 1.7 CONTRACTOR MANAGEMENT REPORTING (CMR): No additional items.
- 1.8 <u>APPLICABLE PUBLICATIONS (CURRENT EDITIONS)</u>: No additional items.
- 1.9 Attachment/Technical Exhibit List:
 - 1.9.1 Attachment 1/Technical Exhibit 1 Performance Requirements Summary.
 - 1.9.2 Technical Exhibit 2 Deliverables Schedule

TECHNICAL EXHIBIT 1

Performance Requirements Summary: The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

Performance Objective (The Service required—usually a shall statement)	Standard	Performance Threshold (This is the maximum error rate. It could possibly be "Zero deviation from standard")	Method of Surveillance
PRS # 1 The Contractor shall collect User Fees, SWF PWS 1.11.1 and Lake PWS 1.10.2	The Contractor Completed Financial Statements and Deposit Statements for User Fees must agree.	Zero (0) deviation from standard	100% inspection
PRS # 2 The Contractor shall operate park entrance and exit gates. Gate Operations Lake PWS1.10.3	The Contractor operated entrance and exit gates during operational hours.	Zero (0) deviation from standard.	100% Inspection.
PRS # 3 The Contractor shall inspect parks. Park Inspections Lake PWS 1.10.5	The Contractor completed daily inspections during contract specified times.	(Allowable deviation 1 incomplete daily inspection per quarter.	100% Inspection
PRS # 4 The Contractor shall cooperate with customers, Government personnel, and other Contractors. SWF PWS Cooperation with Others 1.12.	Contractor cooperated with customers, other Contractors, and Government personnel according to SWF and Lake policy.	Zero (0) deviations from validated complaints	100% Inspection

TECHNICAL EXHIBIT 2 DELIVERABLES SCHEDULE

<u>Deliverable</u>	Frequency	# of Copies	Medium/Format	Submit To
Daily Report	Within one day of completing shift	1 original	Hard Copy	Lake Office
Financial Statements	Within one day of completing shifts	Original and two (2) copies	Hard Copy	Lake Office
Deposit Statements	Within one day of completing shift	Original and two (2) copies	Hard Copy	Lake Office

1.10 Safety: No additional items.

- 1.11 Work to be Performed: Additional items as described below.
 - 1.11.1 Use Fees: No additional items.
 - (a) <u>User Fee Collection</u>: The Contractor will collect all user fees in accordance with the Fort Worth District Use Fee Program SOP. User fees will be collected through the operation of a computer and the National Recreation Reservation System (NRRS), Outdoor Recreation Management System (ORMS), cash register or User Fee Permit Books. Monies, fee books, annual day use fee passes, credit vouchers, credit card receipts, America the Beautiful Senior Pass, America the Beautiful Access Pass and user fee permits will be stored in a permanently installed vault or safe provided by the Government, or as directed by the Lake Manager. User fees and user fee documents will be collected from the Gate Attendants at the gatehouses by a Park Ranger or contract fee collection personnel, or the Gate Attendants may be required to turn in user fee documents to Park Ranger at the Lake Office or contract fee collector at their main office. In the event fees do not balance, the Contractor shall be responsible for any shortage and any excess collections shall be added to the total.
 - (b) Audits and Fee Security: No additional items.
 - (c) Cash on Hand: No additional items.
 - (d) Remittance Procedures and Inspection of Use Fees: No additional items.
 - 1.11.2 <u>Campsite Reservations</u>: No additional items.
 - 1.11.3 <u>Group Shelters</u>: If group shelters in the park are rented, Gate Attendants will unlock entrance gates for the renter. Upon departure of a renter, Gate Attendant will relock access gates.
 - 1.11.4 <u>Camping Status</u>: The Contractors camping status log will match the reservation arrival reports. The Contractor will make sure that the individuals that are on the reservation arrival reports are current and in agreement with NRRS, ORMS (Outdoor Recreation Management System) or the ORMS reservation reports. Contractor shall perform the duty of changing campsite status markers in accordance with established policies of the Lake Manager.
 - 1.11.5 <u>Park Inspection</u>: The Contractor shall inspect entire park a minimum of four (4) times daily in. The Contractor shall inform park visitors and campers of any violation of rules, regulations, and policies in a friendly, informative manner and ask for compliance. In addition to these patrols the areas shall be inspected prior to start of gate house duties and all vehicles in the park without passes should be tagged for payment and a log kept of each vehicle. The Contractor shall keep an inspection report in a neat and timely manner. The Contractor shall check all restroom lights and guard lights at least once during the hours of darkness each day to insure that they are working properly. The Lake Office will be notified of any guard lights that are inoperative during the first scheduled workday after discovering them inoperative. During cold weather, the Contractor will monitor drinking fountains, water hydrants and park facilities to prevent freezing. Water hydrants and water cutoffs will be turned on and off as required by the Lake Manager.
 - 1.11.6 <u>Visitor Assistance</u>: No additional items.
 - 1.11.7 Disturbances: No additional items.
 - 1.11.8 Complaints: No additional items.

- 1.11.9 <u>Lost and Found</u>: The Contractor will maintain a lost and found department in the gatehouse. All items will be turned into the project office when fees are submitted. The Contractor will prepare a lost and found report on all lost and found property. The Contractor will insure that proper identification is obtained from individuals before release of any lost and found property.
- 1.11.10 <u>Reports</u>: The Contractor will complete reports as required by the Lake Manager. The reports include; but are not limited to: Daily Activity Reports, Inspection Reports, Incident Reports and Lost and Found Reports.
- 1.11.11 <u>Handbook</u>: Contractor is responsible for following procedures and requirements specified in a comprehensive Capital Regional Office Gate Attendant Handbook and Lake Georgetown Gate Attendant Handbook issued by the Lake Office. Gate Attendants shall be required to sign a form indicating their understanding of these handbooks. A copy of the Capital Regional Office Gate Attendant Handbook and Lake Georgetown Gate Attendant Handbook will be available at the Lake Georgetown Office for review by prospective bidders during solicitation period.
- 1.11.12 <u>Gate Operations</u>: Park entrance gates will be closed at 10:00 pm each night and opened at 6:00 am each morning. Between 10:00 pm and 6:00 am, Gate Attendants will allow ingress and egress of individuals who have valid emergencies or who need to deliver emergency messages. Some parks have after hour keypad access for registered campers. Gate Attendants shall operate automatic gate arms as required by the Lake Manager. Additional gates in nearby free park areas may also be opened and closed by Gate Attendants as required by Lake Manager. Additional gate operations may be added as needed at the direction of the lake manager.
- 1.12 Image, Personal Appearance and Dress: No additional items.
- 1.13 Cooperation with Others: No additional items.
- 1.14 Living Area and Gatehouse Maintenance:
 - 1.14.1 <u>Campsite Area Maintenance</u>: Gate attendant campsite shall be kept clean and maintained by the contract gate attendant to a perimeter of 30 feet surrounding the campsite.
 - 1.14.2 Pets: No additional items.
 - 1.14.3 Excessive Personal Items: No additional items.
 - 1.14.4 Smoking: No additional items.
 - 1.14.5 <u>Gatehouse Maintenance</u>: The Contractor will maintain the gatehouse, both inside and outside, in a clean, orderly and sanitary condition at all times.
 - 1.14.5.1 The gatehouse will be thoroughly cleaned at the end of each shift to the Lake Manager or designated representative's satisfaction to include the following: toilet facilities, carpet (vacuumed), hard floors (swept and mopped), windows, entire interior building surfaces (dusted and cleaned if necessary) and litter free outside building and walking surfaces for seventy-five (75) feet perimeter of gatehouse.
 - 1.14.5.2 Gate Attendant shall water the lawn, flowers, trees, and shrubs in the immediate area of the gatehouse and/or trailer site as instructed by lake personnel. The Government will provide hose and sprinklers.
 - 1.14.5.3 <u>Trash Removal</u>: Solid waste and refuse shall be deposited in a nearby trash receptacle (dumpster) furnished by the Government at the end of each shift.
 - 1.14.5.4 <u>Living Quarters Security</u>: No additional items.

- 1.14.5.5 <u>Utilities</u>: The Government provides a 20/30/50 amp electrical pedestal, water and sewage hook-up at each attendant site at no cost to the Contractor. Any other utility or service shall be obtained by the Contractor. The use of these facilities is at the Contractor's risk and damage to equipment will be the sole responsibility of the Contractor. No reimbursement will be made for times of service outages.
- 1.14.5.6 Storage Building: A storage building is available for the Contractor's use.
- 1.15 No Soliciting: No additional items.
- 1.16 Weapons: No additional items.
- 1.17 Alcohol: No additional items.
- 1.18 <u>Visitors of the Contractor/Gate Attendant</u>: No additional items.
- 1.19 <u>Security Bonding</u>: No additional items.
- 1.20 General Liability and Other Insurance: No additional items.
- 1.21 Damage Responsibility: No additional items.
- 1.22 Liability: No additional items.
- 1.23 Permits/Compliance: No additional items.
- 1.24 <u>Communications Equipment</u>: A telephone shall be provided at each gatehouse for official business use. Any charges determined to be personal or long distance other than official business are not allowed and shall be the responsibility of the Contractor. The gatehouse telephone shall be answered by the attendant on duty. Additional phone lines and/or any change, alteration or tampering with phone or data lines in the gatehouse is prohibited.
- 1.25 Government Property: No additional items.
- 1.26 Absenteeism: No additional items.
- 1.27 Payment for Services: No additional items.
- 1.28 Termination. No additional items.
- 1.29 <u>Duty of Contractor to Finish Contract</u>: No additional items.
- 1.30 <u>After-hours Contact Information</u>: After-hours Contact Information shall be provided to Lake Staff for contact during non-gatehouse hours.
- 1.31 <u>Site Visit</u>: Recommended for first time bidders during solicitation period.
- 1.32 Additional Information Contact (Pre-award): Contract Specialist Daisy Ciarlariello 817-886-1051.

LAKE APPENDENCES PERFORMANCE WORK STATEMENT GATE ATTENDANT SERVICES LAKE GEORGETOWN JIM HOGG PARK B SHIFT

1. **GENERAL:** No additional items.

1.1 <u>Description of Services/Introduction</u>: No additional items.

1.2. Scope: No additional items.

1.3 Period of Performance: Estimated deliverables are shown in table below

Position	Number Days	Surveillance Hours	Gate House Hours	Availability Hours
Shift B – Base Year 4 On/Off (23 May- 30 September)	67	1072	773	536
Shift B – Option 1 3 On/Off (1 April – 30 September)	91	1456	1057	728

1.4 General Information

- 1.4.1 Quality Control: No additional items.
- 1.4.2 Quality Assurance: No additional items.
- 1.4.3 Government Holidays: No additional items.
- 1.4.4 Hours of Operation: Contractors are required to reside in the park and shall maintain 24-hour surveillance when on duty. Contractors "Shift A" and "Shift B" will work an alternating four (4) calendar day shift, four (4) calendar days on and four (4) calendar days off, and will work all of the federal holidays that fall within their four-day shift. Contractors will maintain adequate staffing of the gatehouse during the following specified park hours of operation: 9:00 a.m. to 8:00 p.m Sunday through Thursday, and between 9:00 a.m. and 10:00 p.m on Friday and Saturday. Contractors will maintain adequate staffing on site in the park during the remaining hours of the shift to support contractual requirements to include: 8:00 p.m and 9:00 a.m. Sunday through Thursday, and 10:00 p.m and 9:00 a.m. on Friday and Saturday. During the Base Year, Contractor "Shift B" will begin work on 23 May and work 4 days with 4 days off until the end of the contract period. During Option Year, Contractor "Shift B" will start work on 5 April and work 4 days then off 4 days. This pattern continues throughout the term of the contract. The Contractor shall be considered available for emergency duty should it be necessary to assist park visitors or to meet other contract specifications throughout the duration of the 4 day shift.
 - 1.4.4.1 <u>Shift Change</u>: Following the shift on the 4th and 8th day, the Contractor is off duty at park closing time and the other gate attendant is on duty and must be in the park for after hour's emergencies or other unexpected events. This pattern continues throughout the term of the contract.
 - 1.4.4.2 Holidays: Contractors are required to work all holidays that fall on their duty days.
 - 1.4.4.3 <u>Surveillance Hours</u>: The park hours are 6:00 AM 10:00 PM during which visitor assistance duties shall be required in accordance with the U.S. Army Corps of Engineers Fort Worth District Gate Attendant Performance Work Statement, all Paragraphs. Gate attendants will be prepared to assist visitors during these hours as the need arises.

1.4.4.4 <u>Gatehouse Hours</u>: The gatehouse hours are 9:00 AM – 8:00 PM Sundays through Thursdays and 9:00 AM – 10:00 PM Fridays and Saturdays, during which business transactions are recommended inside the gatehouse. Heavy use periods may require extended hours not to exceed 6:00AM – 10:00 PM. Gatehouse hours of operation changes may be made with one (1) week advance notice from the Lake Manager. (See table below)

1.4.4.5 <u>Availability Hours</u>: From 8:00 PM - 6:00 AM Sundays through Thursdays the Contractor must be inside the park to response to unexpected events. From 10:00 PM - 6:00 AM Fridays and Saturdays the Contractor must be inside the park to response to unexpected events.

Contractor	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Surveillance Hours	0600-2200	0600-2200	0600-2200	0600-2200	0600-2200	0600-2200	0600-2200
Gate House Hours	0900-2000	0900-2000	0900-2000	0900-2000	0900-2200	0900-2200	0900-2000
Availability Hours	2000-0600	2000-0600	2000-0600	2000-0600	2200-0600	2200-0600	2000-0600

- 1.4.5 <u>Place of Performance</u>: The work to be performed under this contract will be performed at Jim Hogg Park at Lake Georgetown, TX.
 - 1.4.5.1 <u>Jim Hogg Park</u>: Facilities include 78 campsites with water and 20/30/50 amp electric hookups, 70 campsites with water and 20/30 amp electric hook-ups, 4 restrooms (3 with hot showers), 1 boat ramp, 1 fishing dock, and 1 dump station. A storage building is available for the contractors use.
- 1.4.6 Type of Contract: No additional items.
- 1.4.7 <u>Security Requirements</u>: The gatehouse shall be kept locked at all times for the security of the Contractor and Government Property. Contractor shall set the alarm and lock all windows and doors when off duty or away from the gatehouse.
- 1.4.8 Special Qualifications: No additional items.
- 1.4.9 <u>Pre-Work Conference</u>: Successful bidders will be required to attend a pre-work conference to be held at a date and time specified by the Lake Manager. It is the successful bidder's responsibility to contact the lake office for pre-work conference time and date prior to the start of the contract. Training session will be held as scheduled with the gate attendant coordinator. Gate Attendants will not receive any separate payment for attending the pre-work conference. Gate Attendants shall attend additional training sessions as required by the Lake Manager during the contract on a regularly scheduled workday.
- 1.4.10 Contracting Officer Representative (COR): No additional items.
- 1.4.11 Contractor Key Personnel: No additional items.
- 1.4.12 <u>Identification of Contractor Employees</u>: No additional items.
- 1.4.13 Contractor Travel: No additional items.
- 1.4.14 <u>Data Rights</u>: No additional items.
- 1.4.15 Organizational Conflict of Interest: No additional items.

1.5. GOVERNMENT-FURNISHED ITEMS AND SERVICES:

- 1.5.1 Facilities: No additional items.
- 1.5.2 Equipment: No additional items.
- 1.5.3 <u>Materials</u>: The Government will also supply the Fort Worth District Use Fee Program SOP and the Lake Gate Attendant Handbook.

1.6 CONTRACTOR-FURNISHED ITEMS AND RESPONSIBILITIES:

- 1.6.1 General: No additional items.
- 1.6.2 Equipment: No additional items.
- 1.6.3. Materials: No additional items.
- 1.6.4. <u>Personnel</u>: Minimum of two (2) person team over 21 years of age. Gate Attendants will work a four (4) day on and four (4) day off shift. A minimum of one of the two person team will man the gatehouse during duty hours. During times of high usage as determined by the lake manager or his representative, both members of the contracting team are required to be in the gatehouse to provide prompt customer service. Customer waiting time will be kept as short as possible. Some parks have different schedules.
- 1.7 CONTRACTOR MANAGEMENT REPORTING (CMR): No additional items.
- 1.8 <u>APPLICABLE PUBLICATIONS (CURRENT EDITIONS)</u>: No additional items.
- 1.10Attachment/Technical Exhibit List:
 - 1.9.1 Attachment 1/Technical Exhibit 1 Performance Requirements Summary.
 - 1.9.2 Technical Exhibit 2 Deliverables Schedule

TECHNICAL EXHIBIT 1

Performance Requirements Summary: The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

Performance Objective (The Service required—usually a shall statement)	Standard	Performance Threshold (This is the maximum error rate. It could possibly be "Zero deviation from standard")	Method of Surveillance
PRS # 1 The Contractor shall collect User Fees, SWF PWS 1.11.1 and Lake PWS 1.10.2	The Contractor Completed Financial Statements and Deposit Statements for User Fees must agree.	Zero (0) deviation from standard	100% inspection
PRS # 2 The Contractor shall operate park entrance and exit gates. Gate Operations Lake PWS1.10.3	The Contractor operated entrance and exit gates during operational hours.	Zero (0) deviation from standard.	100% Inspection.
PRS # 3 The Contractor shall inspect parks. Park Inspections Lake PWS 1.10.5	The Contractor completed daily inspections during contract specified times.	(Allowable deviation 1 incomplete daily inspection per quarter.	100% Inspection
PRS # 4 The Contractor shall cooperate with customers, Government personnel, and other Contractors. SWF PWS Cooperation with Others 1.12.	Contractor cooperated with customers, other Contractors, and Government personnel according to SWF and Lake policy.	Zero (0) deviations from validated complaints	100% Inspection

TECHNICAL EXHIBIT 2 DELIVERABLES SCHEDULE

<u>Deliverable</u>	Frequency	# of Copies	Medium/Format	Submit To
Daily Report	Within one day of completing shift	1 original	Hard Copy	Lake Office
Financial Statements	Within one day of completing shifts	Original and two (2) copies	Hard Copy	Lake Office
Deposit Statements	Within one day of completing shift	Original and two (2) copies	Hard Copy	Lake Office

1.10 Safety: No additional items.

- 1.11 Work to be Performed: Additional items as described below.
 - 1.11.1 Use Fees: No additional items.
 - (b) <u>User Fee Collection</u>: The Contractor will collect all user fees in accordance with the Fort Worth District Use Fee Program SOP. User fees will be collected through the operation of a computer and the National Recreation Reservation System (NRRS), Outdoor Recreation Management System (ORMS), cash register or User Fee Permit Books. Monies, fee books, annual day use fee passes, credit vouchers, credit card receipts, America the Beautiful Senior Pass, America the Beautiful Access Pass and user fee permits will be stored in a permanently installed vault or safe provided by the Government, or as directed by the Lake Manager. User fees and user fee documents will be collected from the Gate Attendants at the gatehouses by a Park Ranger or contract fee collection personnel, or the Gate Attendants may be required to turn in user fee documents to Park Ranger at the Lake Office or contract fee collector at their main office. In the event fees do not balance, the Contractor shall be responsible for any shortage and any excess collections shall be added to the total.
 - (b) Audits and Fee Security: No additional items.
 - (c) Cash on Hand: No additional items.
 - (d) Remittance Procedures and Inspection of Use Fees: No additional items.
 - 1.11.2 <u>Campsite Reservations</u>: No additional items.
 - 1.11.3 <u>Group Shelters</u>: If group shelters in the park are rented, Gate Attendants will unlock entrance gates for the renter. Upon departure of a renter, Gate Attendant will relock access gates.
 - 1.11.4 <u>Camping Status</u>: The Contractors camping status log will match the reservation arrival reports. The Contractor will make sure that the individuals that are on the reservation arrival reports are current and in agreement with NRRS, ORMS (Outdoor Recreation Management System) or the ORMS reservation reports. Contractor shall perform the duty of changing campsite status markers in accordance with established policies of the Lake Manager.
 - 1.11.5 Park Inspection: The Contractor shall inspect entire park a minimum of four (4) times daily in. The Contractor shall inform park visitors and campers of any violation of rules, regulations, and policies in a friendly, informative manner and ask for compliance. In addition to these patrols the areas shall be inspected prior to start of gate house duties and all vehicles in the park without passes should be tagged for payment and a log kept of each vehicle. The Contractor shall keep an inspection report in a neat and timely manner. The Contractor shall check all restroom lights and guard lights at least once during the hours of darkness each day to insure that they are working properly. The Lake Office will be notified of any guard lights that are inoperative during the first scheduled workday after discovering them inoperative. During cold weather, the Contractor will monitor drinking fountains, water hydrants and park facilities to prevent freezing. Water hydrants and water cutoffs will be turned on and off as required by the Lake Manager.
 - 1.11.6 <u>Visitor Assistance</u>: No additional items.
 - 1.11.7 Disturbances: No additional items.
 - 1.11.8 Complaints: No additional items.

- 1.11.9 <u>Lost and Found</u>: The Contractor will maintain a lost and found department in the gatehouse. All items will be turned into the project office when fees are submitted. The Contractor will prepare a lost and found report on all lost and found property. The Contractor will insure that proper identification is obtained from individuals before release of any lost and found property.
- 1.11.10 <u>Reports</u>: The Contractor will complete reports as required by the Lake Manager. The reports include; but are not limited to: Daily Activity Reports, Inspection Reports, Incident Reports and Lost and Found Reports.
- 1.11.11 <u>Handbook</u>: Contractor is responsible for following procedures and requirements specified in a comprehensive Capital Regional Office Gate Attendant Handbook and Lake Georgetown Gate Attendant Handbook issued by the Lake Office. Gate Attendants shall be required to sign a form indicating their understanding of these handbooks. A copy of the Capital Regional Office Gate Attendant Handbook and Lake Georgetown Gate Attendant Handbook will be available at the Lake Georgetown Office for review by prospective bidders during solicitation period.
- 1.11.12 <u>Gate Operations</u>: Park entrance gates will be closed at 10:00 pm each night and opened at 6:00 am each morning. Between 10:00 pm and 6:00 am, Gate Attendants will allow ingress and egress of individuals who have valid emergencies or who need to deliver emergency messages. Some parks have after hour keypad access for registered campers. Gate Attendants shall operate automatic gate arms as required by the Lake Manager. Additional gates in nearby free park areas may also be opened and closed by Gate Attendants as required by Lake Manager. Additional gate operations may be added as needed at the direction of the lake manager.
- 1.12 Image, Personal Appearance and Dress: No additional items.
- 1.13 Cooperation with Others: No additional items.
- 1.14 Living Area and Gatehouse Maintenance:
 - 1.14.1 <u>Campsite Area Maintenance</u>: Gate attendant campsite shall be kept clean and maintained by the contract gate attendant to a perimeter of 30 feet surrounding the campsite.
 - 1.14.2 Pets: No additional items.
 - 1.14.3 Excessive Personal Items: No additional items.
 - 1.14.4 Smoking: No additional items.
 - 1.14.5 <u>Gatehouse Maintenance</u>: The Contractor will maintain the gatehouse, both inside and outside, in a clean, orderly and sanitary condition at all times.
 - 1.14.5.1 The gatehouse will be thoroughly cleaned at the end of each shift to the Lake Manager or designated representative's satisfaction to include the following: toilet facilities, carpet (vacuumed), hard floors (swept and mopped), windows, entire interior building surfaces (dusted and cleaned if necessary) and litter free outside building and walking surfaces for seventy-five (75) feet perimeter of gatehouse.
 - 1.14.5.2 Gate Attendant shall water the lawn, flowers, trees, and shrubs in the immediate area of the gatehouse and/or trailer site as instructed by lake personnel. The Government will provide hose and sprinklers.
 - 1.14.5.3 <u>Trash Removal</u>: Solid waste and refuse shall be deposited in a nearby trash receptacle (dumpster) furnished by the Government at the end of each shift.
 - 1.14.5.4 <u>Living Quarters Security</u>: No additional items.

- 1.14.5.5 <u>Utilities</u>: The Government provides a 20/30/50 amp electrical pedestal, water and sewage hook-up at each attendant site at no cost to the Contractor. Any other utility or service shall be obtained by the Contractor. The use of these facilities is at the Contractor's risk and damage to equipment will be the sole responsibility of the Contractor. No reimbursement will be made for times of service outages.
- 1.14.5.6 Storage Building: A storage building is available for the Contractor's use.
- 1.15 No Soliciting: No additional items.
- 1.16 Weapons: No additional items.
- 1.17 Alcohol: No additional items.
- 1.18 Visitors of the Contractor/Gate Attendant: No additional items.
- 1.19 <u>Security Bonding</u>: No additional items.
- 1.20 General Liability and Other Insurance: No additional items.
- 1.21 Damage Responsibility: No additional items.
- 1.22 Liability: No additional items.
- 1.23 Permits/Compliance: No additional items.
- 1.24 <u>Communications Equipment</u>: A telephone shall be provided at each gatehouse for official business use. Any charges determined to be personal or long distance other than official business are not allowed and shall be the responsibility of the Contractor. The gatehouse telephone shall be answered by the attendant on duty. Additional phone lines and/or any change, alteration or tampering with phone or data lines in the gatehouse is prohibited.
- 1.25 Government Property: No additional items.
- 1.26 Absenteeism: No additional items.
- 1.27 Payment for Services: No additional items.
- 1.28 Termination. No additional items.
- 1.29 <u>Duty of Contractor to Finish Contract</u>: No additional items.
- 1.30 <u>After-hours Contact Information</u>: After-hours Contact Information shall be provided to Lake Staff for contact during non-gatehouse hours.
- 1.31 <u>Site Visit</u>: Recommended for first time bidders during solicitation period.
- 1.32 Additional Information Contact (Pre-award): Contract Specialist Daisy Ciarlariello 817-886-1051.

LAKE APPENDENCES PERFORMANCE WORK STATEMENT GATE ATTENDANT SERVICES LAKE GEORGETOWN CEDAR BREAKS PARK B SHIFT

1. **GENERAL:** No additional items.

1.1 <u>Description of Services/Introduction</u>: No additional items.

1.2. Scope: No additional items.

1.3 Period of Performance: Estimated deliverables are shown in table below

Position	Number Days	Surveillance Hours	Gate House Hours	Availability Hours
Shift B – Base Year 4 On/Off (23 May- 30 September)	67	1072	773	536
Shift B – Option 1 3 On/Off (1 April – 30 September)	91	1456	1057	728

1.4 General Information

- 1.4.1 Quality Control: No additional items.
- 1.4.2 Quality Assurance: No additional items.
- 1.4.3 Government Holidays: No additional items.
- 1.4.4 Hours of Operation: Contractors are required to reside in the park and shall maintain 24-hour surveillance when on duty. Contractors "Shift A" and "Shift B" will work an alternating four (4) calendar day shift, four (4) calendar days on and four (4) calendar days off, and will work all of the federal holidays that fall within their four-day shift. Contractors will maintain adequate staffing of the gatehouse during the following specified park hours of operation: 9:00 a.m. to 8:00 p.m Sunday through Thursday, and between 9:00 a.m. and 10:00 p.m on Friday and Saturday. Contractors will maintain adequate staffing on site in the park during the remaining hours of the shift to support contractual requirements to include: 8:00 p.m and 9:00 a.m. Sunday through Thursday, and 10:00 p.m and 9:00 a.m. on Friday and Saturday. During the Base Year, Contractor "Shift B" will begin work on 23 May and work 4 days with 4 days off until the end of the contract period. During Option Year, Contractor "Shift B" will start work on 5 April and work 4 days then off 4 days. This pattern continues throughout the term of the contract. The Contractor shall be considered available for emergency duty should it be necessary to assist park visitors or to meet other contract specifications throughout the duration of the 4 day shift.
 - 1.4.4.1 <u>Shift Change</u>: Following the shift on the 4th and 8th day, the Contractor is off duty at park closing time and the other gate attendant is on duty and must be in the park for after hour's emergencies or other unexpected events. This pattern continues throughout the term of the contract.
 - 1.4.4.2 Holidays: Contractors are required to work all holidays that fall on their duty days.
 - 1.4.4.3 <u>Surveillance Hours</u>: The park hours are 6:00 AM 10:00 PM during which visitor assistance duties shall be required in accordance with the U.S. Army Corps of Engineers Fort Worth District Gate Attendant Performance Work Statement, all Paragraphs. Gate attendants will be prepared to assist visitors during these hours as the need arises.

1.4.4.4 Gatehouse Hours: The gatehouse hours are 9:00 AM - 8:00 PM Sundays through Thursdays and 9:00 AM – 10:00 PM Fridays and Saturdays, during which business transactions are recommended inside the gatehouse. Heavy use periods may require extended hours not to exceed 6:00AM – 10:00 PM. Gatehouse hours of operation changes may be made with one (1) week advance notice from the Lake Manager. (See table below)

1.4.4.5 Availability Hours: From 8:00 PM – 6:00 AM Sundays through Thursdays the Contractor must be inside the park to response to unexpected events. From 10:00 PM - 6:00 AM Fridays and

Saturdays the Contractor must be inside the park to response to unexpected events.

Contractor	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Surveillance Hours	0600-2200	0600-2200	0600-2200	0600-2200	0600-2200	0600-2200	0600-2200
Gate House Hours	0900-2000	0900-2000	0900-2000	0900-2000	0900-2200	0900-2200	0900-2000
Availability Hours	2000-0600	2000-0600	2000-0600	2000-0600	2200-0600	2200-0600	2000-0600

- 1.4.5 Place of Performance: The work to be performed under this contract will be performed at Jim Hogg Park at Lake Georgetown, TX.
 - 1.4.5.1 Cedar Breaks Park: Facilities include 64 campsites with water and 20/30/50 amp electric hook-ups, day use area with 39 sites, 2 large picnic shelters, 2 fishing docks, 4 restrooms (2 with hot showers), 1 boat ramp and 1 dump station. A storage building is available for the contractors use.
- 1.4.6 Type of Contract: No additional items.
- 1.4.7 Security Requirements: The gatehouse shall be kept locked at all times for the security of the Contractor and Government Property. Contractor shall set the alarm and lock all windows and doors when off duty or away from the gatehouse.
- 1.4.8 Special Qualifications: No additional items.
- 1.4.9 Pre-Work Conference: Successful bidders will be required to attend a pre-work conference to be held at a date and time specified by the Lake Manager. It is the successful bidder's responsibility to contact the lake office for pre-work conference time and date prior to the start of the contract. Training session will be held as scheduled with the gate attendant coordinator. Gate Attendants will not receive any separate payment for attending the pre-work conference. Gate Attendants shall attend additional training sessions as required by the Lake Manager during the contract on a regularly scheduled workday.
- 1.4.10 Contracting Officer Representative (COR): No additional items.
- 1.4.11 Contractor Key Personnel: No additional items.
- 1.4.12 <u>Identification of Contractor Employees</u>: No additional items.
- 1.4.13 Contractor Travel: No additional items.
- 1.4.14 Data Rights: No additional items.
- 1.4.15 Organizational Conflict of Interest: No additional items.

1.5. GOVERNMENT-FURNISHED ITEMS AND SERVICES:

- 1.5.1 Facilities: No additional items.
- 1.5.2 Equipment: No additional items.
- 1.5.3 Materials: The Government will also supply the Fort Worth District Use Fee Program SOP and the Lake Gate Attendant Handbook.

1.6 CONTRACTOR-FURNISHED ITEMS AND RESPONSIBILITIES:

- 1.6.1 General: No additional items.
- 1.6.2 Equipment: No additional items.
- 1.6.3. Materials: No additional items.
- 1.6.4. <u>Personnel</u>: Minimum of two (2) person team over 21 years of age. Gate Attendants will work a four (4) day on and four (4) day off shift. A minimum of one of the two person team will man the gatehouse during duty hours. During times of high usage as determined by the lake manager or his representative, both members of the contracting team are required to be in the gatehouse to provide prompt customer service. Customer waiting time will be kept as short as possible. Some parks have different schedules.
- 1.7 CONTRACTOR MANAGEMENT REPORTING (CMR): No additional items.
- 1.8 <u>APPLICABLE PUBLICATIONS (CURRENT EDITIONS)</u>: No additional items.
- 1.11 Attachment/Technical Exhibit List:
 - 1.9.1 Attachment 1/Technical Exhibit 1 Performance Requirements Summary.
 - 1.9.2 Technical Exhibit 2 Deliverables Schedule

TECHNICAL EXHIBIT 1

Performance Requirements Summary: The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

Performance Objective (The Service required—usually a shall statement)	Standard	Performance Threshold (This is the maximum error rate. It could possibly be "Zero deviation from standard")	Method of Surveillance
PRS # 1 The Contractor shall collect User Fees, SWF PWS 1.11.1 and Lake PWS 1.10.2	The Contractor Completed Financial Statements and Deposit Statements for User Fees must agree.	Zero (0) deviation from standard	100% inspection
PRS # 2 The Contractor shall operate park entrance and exit gates. Gate Operations Lake PWS1.10.3	The Contractor operated entrance and exit gates during operational hours.	Zero (0) deviation from standard.	100% Inspection.
PRS # 3 The Contractor shall inspect parks. Park Inspections Lake PWS 1.10.5	The Contractor completed daily inspections during contract specified times.	(Allowable deviation 1 incomplete daily inspection per quarter.	100% Inspection
PRS # 4 The Contractor shall cooperate with customers, Government personnel, and other Contractors. SWF PWS Cooperation with Others 1.12.	Contractor cooperated with customers, other Contractors, and Government personnel according to SWF and Lake policy.	Zero (0) deviations from validated complaints	100% Inspection

TECHNICAL EXHIBIT 2 DELIVERABLES SCHEDULE

<u>Deliverable</u>	Frequency	# of Copies	Medium/Format	Submit To
Daily Report	Within one day of completing shift	1 original	Hard Copy	Lake Office
Financial Statements	Within one day of completing shifts	Original and two (2) copies	Hard Copy	Lake Office
Deposit Statements	Within one day of completing shift	Original and two (2) copies	Hard Copy	Lake Office

1.10 Safety: No additional items.

- 1.11 Work to be Performed: Additional items as described below.
 - 1.11.1 Use Fees: No additional items.
 - (c) <u>User Fee Collection</u>: The Contractor will collect all user fees in accordance with the Fort Worth District Use Fee Program SOP. User fees will be collected through the operation of a computer and the National Recreation Reservation System (NRRS), Outdoor Recreation Management System (ORMS), cash register or User Fee Permit Books. Monies, fee books, annual day use fee passes, credit vouchers, credit card receipts, America the Beautiful Senior Pass, America the Beautiful Access Pass and user fee permits will be stored in a permanently installed vault or safe provided by the Government, or as directed by the Lake Manager. User fees and user fee documents will be collected from the Gate Attendants at the gatehouses by a Park Ranger or contract fee collection personnel, or the Gate Attendants may be required to turn in user fee documents to Park Ranger at the Lake Office or contract fee collector at their main office. In the event fees do not balance, the Contractor shall be responsible for any shortage and any excess collections shall be added to the total.
 - (b) Audits and Fee Security: No additional items.
 - (c) Cash on Hand: No additional items.
 - (d) Remittance Procedures and Inspection of Use Fees: No additional items.
 - 1.11.2 <u>Campsite Reservations</u>: No additional items.
 - 1.11.3 <u>Group Shelters</u>: If group shelters in the park are rented, Gate Attendants will unlock entrance gates for the renter. Upon departure of a renter, Gate Attendant will relock access gates.
 - 1.11.4 <u>Camping Status</u>: The Contractors camping status log will match the reservation arrival reports. The Contractor will make sure that the individuals that are on the reservation arrival reports are current and in agreement with NRRS, ORMS (Outdoor Recreation Management System) or the ORMS reservation reports. Contractor shall perform the duty of changing campsite status markers in accordance with established policies of the Lake Manager.
 - 1.11.5 <u>Park Inspection</u>: The Contractor shall inspect entire park a minimum of four (4) times daily in. The Contractor shall inform park visitors and campers of any violation of rules, regulations, and policies in a friendly, informative manner and ask for compliance. In addition to these patrols the areas shall be inspected prior to start of gate house duties and all vehicles in the park without passes should be tagged for payment and a log kept of each vehicle. The Contractor shall keep an inspection report in a neat and timely manner. The Contractor shall check all restroom lights and guard lights at least once during the hours of darkness each day to insure that they are working properly. The Lake Office will be notified of any guard lights that are inoperative during the first scheduled workday after discovering them inoperative. During cold weather, the Contractor will monitor drinking fountains, water hydrants and park facilities to prevent freezing. Water hydrants and water cutoffs will be turned on and off as required by the Lake Manager.
 - 1.11.6 <u>Visitor Assistance</u>: No additional items.
 - 1.11.7 Disturbances: No additional items.
 - 1.11.8 Complaints: No additional items.

- 1.11.9 <u>Lost and Found</u>: The Contractor will maintain a lost and found department in the gatehouse. All items will be turned into the project office when fees are submitted. The Contractor will prepare a lost and found report on all lost and found property. The Contractor will insure that proper identification is obtained from individuals before release of any lost and found property.
- 1.11.10 <u>Reports</u>: The Contractor will complete reports as required by the Lake Manager. The reports include; but are not limited to: Daily Activity Reports, Inspection Reports, Incident Reports and Lost and Found Reports.
- 1.11.11 <u>Handbook</u>: Contractor is responsible for following procedures and requirements specified in a comprehensive Capital Regional Office Gate Attendant Handbook and Lake Georgetown Gate Attendant Handbook issued by the Lake Office. Gate Attendants shall be required to sign a form indicating their understanding of these handbooks. A copy of the Capital Regional Office Gate Attendant Handbook and Lake Georgetown Gate Attendant Handbook will be available at the Lake Georgetown Office for review by prospective bidders during solicitation period.
- 1.11.12 <u>Gate Operations</u>: Park entrance gates will be closed at 10:00 pm each night and opened at 6:00 am each morning. Between 10:00 pm and 6:00 am, Gate Attendants will allow ingress and egress of individuals who have valid emergencies or who need to deliver emergency messages. Some parks have after hour keypad access for registered campers. Gate Attendants shall operate automatic gate arms as required by the Lake Manager. Contractor shall be required to open the gates to the Overlook and the Stilling Basin at 8:00 am and close at sunset during those work days prescribed in this contract. Additional gate operations may be added as needed at the direction of the lake manager.
- 1.12 Image, Personal Appearance and Dress: No additional items.
- 1.13 Cooperation with Others: No additional items.
- 1.14 Living Area and Gatehouse Maintenance:
 - 1.14.1 <u>Campsite Area Maintenance</u>: Gate attendant campsite shall be kept clean and maintained by the contract gate attendant to a perimeter of 30 feet surrounding the campsite.
 - 1.14.2 Pets: No additional items.
 - 1.14.3 Excessive Personal Items: No additional items.
 - 1.14.4 Smoking: No additional items.
 - 1.14.5 <u>Gatehouse Maintenance</u>: The Contractor will maintain the gatehouse, both inside and outside, in a clean, orderly and sanitary condition at all times.
 - 1.14.5.1 The gatehouse will be thoroughly cleaned at the end of each shift to the Lake Manager or designated representative's satisfaction to include the following: toilet facilities, carpet (vacuumed), hard floors (swept and mopped), windows, entire interior building surfaces (dusted and cleaned if necessary) and litter free outside building and walking surfaces for seventy-five (75) feet perimeter of gatehouse.
 - 1.14.5.2 Gate Attendant shall water the lawn, flowers, trees, and shrubs in the immediate area of the gatehouse and/or trailer site as instructed by lake personnel. The Government will provide hose and sprinklers.
 - 1.14.5.3 <u>Trash Removal</u>: Solid waste and refuse shall be deposited in a nearby trash receptacle (dumpster) furnished by the Government at the end of each shift.
 - 1.14.5.4 <u>Living Quarters Security</u>: No additional items.

- 1.14.5.5 <u>Utilities</u>: The Government provides a 20/30/50 amp electrical pedestal, water and sewage hook-up at each attendant site at no cost to the Contractor. Any other utility or service shall be obtained by the Contractor. The use of these facilities is at the Contractor's risk and damage to equipment will be the sole responsibility of the Contractor. No reimbursement will be made for times of service outages.
- 1.14.5.6 Storage Building: A storage building is available for the Contractor's use.
- 1.15 No Soliciting: No additional items.
- 1.16 Weapons: No additional items.
- 1.17 Alcohol: No additional items.
- 1.18 <u>Visitors of the Contractor/Gate Attendant</u>: No additional items.
- 1.19 <u>Security Bonding</u>: No additional items.
- 1.20 General Liability and Other Insurance: No additional items.
- 1.21 Damage Responsibility: No additional items.
- 1.22 Liability: No additional items.
- 1.23 Permits/Compliance: No additional items.
- 1.24 <u>Communications Equipment</u>: A telephone shall be provided at each gatehouse for official business use. Any charges determined to be personal or long distance other than official business are not allowed and shall be the responsibility of the Contractor. The gatehouse telephone shall be answered by the attendant on duty. Additional phone lines and/or any change, alteration or tampering with phone or data lines in the gatehouse is prohibited.
- 1.25 Government Property: No additional items.
- 1.26 Absenteeism: No additional items.
- 1.27 Payment for Services: No additional items.
- 1.28 Termination. No additional items.
- 1.29 Duty of Contractor to Finish Contract: No additional items.
- 1.30 <u>After- hours Contact Information</u>: After-hours Contact Information shall be provided to Lake Staff for contact during non-gatehouse hours.
- 1.31 Site Visit: Recommended for first time bidders during solicitation period.
- 1.32 Additional Information Contact (Pre-award): Contract Specialist Daisy Ciarlariello 817-886-1051.

(End of Summary of Changes)